

Fire Department Assistance Grant Guidance and Instructions 2009

The application period for the 2009 Fire Department Assistance Grant is now open. The program represents a strong collaborative effort with the Department of the Interior, the U.S. Forest Service, the Utah Fire and Rescue Academy and the Utah Division of Forestry, Fire & State Lands to provide assistance to Utah's fire departments. Each of these agencies share a strong commitment to improve the safety and capability of Utah's fire service. The purpose of the Fire Department Assistance Grant program is to provide technical and financial assistance to the fire departments of Utah to improve their ability to safely and effectively provide fire protection and manage hazardous material incidents. Its primary objective is to assist communities in organizing, training and equipping fire departments.

There have been some changes to the program this year so read the instructions carefully and fill out the application completely.

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A. APPLICATION PROCESS

This grant is a combination of several sources of funding. Each source has unique eligibility and matching requirements. By completing the application you will apply for all of the funding sources regardless of eligibility and matching requirements. The application contains questions that will determine which source of funding your department is eligible to receive. Answer each question. Each question is scored according to your answer. Unanswered questions receive no score. Your application will be given a total score and ranked against the other applicants. Applications will be awarded funding according to their rank.

1. Priorities

The grant committee establishes priorities, which act as general guidelines for awarding grant funds each year. While some modification occurs annually, training, personal protective equipment, and operational resources have been the main focus. Applications from departments that match their needs closely to the grant priorities generally rate highest. The committee attempts to provide aid to communities that demonstrate the greatest need.

a. The priorities for the 2009 Fire Department Assistance grant are as follows:

- (1) Initial organization** - This category is for a department's initial start-up. The initial acquisition of basic safety and fire fighting equipment is covered in this category.
- (2) Training** - Training is the key element which allows personnel to deal with life-threatening situations in a safe, effective manner. The grant will pay out-of-pocket training costs (tuition, travel, per diem, certification fees, etc.) while the departments will be expected to provide the trainee salary, whether paid or donated, as their matching portion. Training and certification that is required to meet state and national standards is a high priority.
- (3) Fire Shelters** - According to the National Fire and Aviation Executive Board (NFAEB), all state agencies, cooperators and contracted resources are to be transitioned into the New Generation Fire Shelter by January 1, 2010. This will be a high priority item for departments that are still striving to meet this deadline.
- (4) Fire Prevention** - Equipment and materials, wildland or structural, needed to implement fire prevention programs are included under this priority. Programs to reduce the hazard in the wildland urban interface would qualify in this category. As with training, department member salary, paid or donated, required to implement prevention programs provides the matching portion.
- (5) Personal Protective Equipment** - These items are necessary for the individual firefighter to safely conduct operations on hazardous materials, structural fire or wildland fire incidents. This includes protective clothing/equipment and self contained breathing apparatus. Wildland fire fighting boots can be purchased under this category. It also includes upgrading or refurbishment of existing clothing/equipment and self contained breathing apparatus. Primary consideration will be given to items which will assist in compliance with NWCG standards and the provisions of the Utah Occupational Safety and Health Act (UCA Title 34A, Chapter 6) and the National Fire Protection Association Standard on Fire Occupational Safety and Health Program (NFPA 1500* 1997).
- (6) Basic Suppression Equipment and Tools** - These are the items necessary for on- scene operations. Items to be considered include (but are not limited to) communication equipment, basic firefighting tools, appliances, hoses, nozzles, ladders and apparatus. The acquisition, transportation and buildup of federal excess equipment (FEPP) into suppression units will be considered under this priority. Primary consideration will be given to requests for items to establish basic fire protection capabilities. Communication equipment that helps achieve interoperability between state and federal wildland fire agencies will also be a high priority. To achieve interoperability, the communication equipment must have the narrow band function and be field programmable.

- (7) **Special needs** - This could be a need not covered in the other categories or a situation that has materially reduced the ability of a fire agency to provide basic life safety to their community. This could be the loss of a fire house, damage to an apparatus or the loss of a significant portion of personal protective equipment, tools, or equipment. These situations will be dealt with on a case-by-case basis.

2. Eligibility

a. **Fire departments must meet the following criteria:**

- (1) The fire department must be currently filing Uniform Fire Incident Reporting System (UFIRS) reports to the Fire Marshal's Office.
- (2) The fire department must be participating in the Utah Fire Service Certification system and have department members certified to at least Structural Fire Fighter I and/or Wildland Fire Fighter I.
- (3) If the fire department has possession of FEPP (Federal Excess Personal Property), the equipment must be compliant with Federal guidelines and pass State Inspection. If the equipment is not compliant and will not pass inspection, grant funds may be used to bring the equipment into compliance. The equipment referred to is rolling stock, which includes: vehicles, trailers and heavy equipment.
- (4) The fire department must be able to provide the required matching portion of the grant to cover the value of the requested items/projects. All resources are eligible for the applicant's matching portion. This includes in-kind services (sweat equity).
- (5) Applications must be for the enhancement of fire protection services, equipment and/or training. Ambulances, paramedic training, EMT training, etc. are not within the scope of this program.
- (6) The grant funds must be spent and documentation submitted by **November 27, 2009.**

The VFA grant funds are available to fire departments at a 50% match. To be eligible for the 50% matching grants, departments must meet the above criteria and:

- (1) Serve a rural community with a population of 10,000 or less.
- (2) Use the funding to enhance **wildland** fire fighting capabilities. These funds are available for fire fighter training, personal protective equipment and communication equipment. Structural fire fighting training and equipment are within the scope of this program.

B. MATCHING

All the sources of funding in the Fire Department Assistance Grant require a match. The Fire Department Assistance Grant allows you to meet your obligation for matching funds through a variety of methods including in-kind services or sweat equity. The use of in-kind services allows a department to use the value of their time and labor as the matching portion of the grant.

C. INSTRUCTIONS

a. General

- (1) Download and complete the application electronically using MS Word or print a copy and use a typewriter or print legibly in dark ink. Grant applications can be downloaded from:

www.forestry.utah.gov/grants/grants.php

- (2) Save a copy for your files
- (3) Complete all questions except where instructed otherwise
- (4) Return the completed application by 6:00 pm on April 6, 2009
- (5) Applications will be accepted:

- (a) **By email:** Submit electronically to: janemartinez@utah.gov
- (b) **By fax:** at 801-533-4111, attention Jane Martinez
- (c) **By conventional mail:**

Division of Forestry, Fire & State Lands
Attn: Jane Martinez
1594 W North Temple, Suite 3520
PO Box 145703
Salt Lake City, Utah 84114-5703

- (6) If you still have questions please contact one of the offices listed under Contact List for Grant Assistance at www.forestry.utah.gov/grants/grants.php or the Grant Administrator at 801-538-5501.

b. Specific

Question 1: Enter the name of your department

Question 2: Enter your Fire Department Identification Number. If you don't know your number you can contact the Fire Marshals Office at 801-284-6358. Your fire department DUN's number and your Federal Employer ID number are needed for the FEMA (DHS) assistance to firefighter grants.

Questions 3 - 5: Enter the address you would like correspondence to be sent. Be sure the person responsible for the administration of this grant is available at this address. This may or may not be the fire station.

Question 6: Enter the person who will be responsible for this grant. This may or may not be the chief. All correspondence will be sent to this person at the address listed in 3 – 5.

Question 7: Enter the title of the person responsible for this grant.

Question 8 - 11: Enter the contact information for person responsible for this grant.

Question 12: Complete this question only if the department is applying for a joint project with other departments. Enter the FDID and DUNS number for all departments participating in the joint application. Several departments may join together to submit a single request for joint-use items. The advantage is the ability to obtain high cost items by sharing the expense among several agencies. Examples of items considered for multiple agency use include (but are not limited to) training materials/equipment, development of training facilities, breathing air cascade systems, and breathing air compressor system. Mobile equipment/apparatus such as water tenders and wildland engines will also be considered.

In the case of joint awards one department will be designated as the lead. All correspondence and any awards will be sent to this department. The lead department will be responsible for gathering documentation and distributing funds to other departments involved.

Participation in such a project may limit the eligibility of the community to an individual department grant.

Question 13: Indicate if the department has implemented NIMS. The department must have successfully taken and passed IS700.

Question 14: Indicate if the department is participating in the Utah Certification Program. The Utah Fire Service Certification Council will confirm this.

Question 15: Indicate the number of fire department members certified to wildland firefighter 1 at the time this grant is submitted.

Question 16: Indicate the number of fire department members certified to Firefighter 1 and 2 at the time this grant is submitted.

Question 17: Enter the number of fire department members that are volunteer, paid on call, and full-time.

Question 18: Indicate if the fire department has and FEPP equipment. If yes, how many rolling stock items. Rolling Stock (Vehicles, Trailers, Heavy Equipment)

Question 19: Indicate if the fire department is participating in the State Wildland Fire Memorandum of Understanding (MOU) program. Indicate if the request includes items to meet the provisions of an MOU, NWCG or NFPA Standard.

Question 20: Indicate if the fire department is reporting fire incidents through UFIRS. This will be confirmed with the Fire Marshals office.

Question 21 - 24: Enter the department budget information.

Question 25: Indicate how the department will provide their matching portion of the grant. The Fire Department Assistance Grant requires a match by the fire department. The department can meet this obligation for matching funds through a variety of methods including in-kind services or sweat equity. The use of in-kind services allows a department to use the value of their time and labor as the matching portion of the grant. Some examples of in kind services are: time spent in training, labor to build up an engine or time spent teaching children about fire safety. Provided that you outline your intentions in the grant application and are able to provide proper documentation, matching can be across categories. For example: time spent doing fire prevention could be the in kind match for a grant to purchase PPE. The use of in kind services as match implies department/community funds are not readily available and, therefore, demonstrates a greater need.

If approved, your proposal becomes a contract. The grant administrator must approve any changes to the department match.

Question 26: Indicate if the department wants to be considered for a 50% matching grant. Grant funds require either a 10% or 50% match. Some departments may not meet the requirements for the 10% matching funds and may not wish to commit the department to the higher match.

Question 27: Indicate if grant funds will create resources that will benefit more than your department. Examples include but are limited to: training facilities, breathing air compressor systems or water tenders.

Question 28: Indicate if grant funds will create resources that will allow the department to offer additional services the community or expand its protection area.

Question 29: Indicate which single category below best defines the department. Your department serves a rural population if it meets one of the four categories below:

Category 1: A single fire department serving a rural area or a rural community with a population of 10,000 or less (latest Census).

Category 2: An area fire department (fire districts, townships, etc.) serving an aggregate population of greater than 10,000 which includes a rural area or rural community having a population of 10,000 or less. The grant funding requested will be used to directly benefit the rural population only.

Category 3: A single county or town with a population over 10,000 which is served by two or more fire districts operating entirely within the bounds of the county or town which includes a rural area or a rural community or the population of the requesting fire department's jurisdiction is 10,000 or less. The grant funding requested will be used for the rural area only.

Category 4: A single community with a population greater than 10,000 having a single fire department with one or more fire stations that has a service area that includes a rural area or community that does not exceed 10,000 population or a single community with a population greater than 10,000 which also provides fire protection to an adjoining rural community of 10,000 or less population by contract. The grant funding requested will be used entirely to support the rural community.

Your department does not meet the definition of rural if it is defined by category 5 below:

Category 5: A single community fire department serving a population greater than 10,000 and not providing protection to a rural area or rural community. If this description best describes the department, it is eligible for a 50 % matching grant. Proceed to section II.

Question 30: Indicate if the fire department assists one or more Department of DOI agencies in wildland fire suppression. DOI agencies include; the Bureau of Land Management (BLM), the National Park Service (NPS), the U.S. Fish and Wildlife Service (FWS), and the Bureau of Indian Affairs (BIA). The U.S. Forest Service (USFS) and State agencies like the Division of Forestry, Fire and State Lands, Division of Wildlife Resources, and State Parks and Recreation are **not** DOI agencies. Assistance would include initial attack, extended attack, and assistance on prescribed fire projects. Check the category(s) that define your relationship to DOI agencies.

Question 31: Explain how grant funds will benefit one or more DOI agency(s). Benefits include but are not limited to improving safety, interoperability of communications, increasing the departments' capability/efficiency, improving response time and achieving national qualification standards.

Question 32: Indicate if the department is part of or provides protection for a tribal community. If the department is not part of a tribal community but provides protection to a tribal community, the request must describe how the grant funding requested will be used entirely to support the tribal community.

Questions 33-36: Enter response information.

Question 37: Enter the estimated number of wildland urban interface acres in the department response area.

Question 38: Enter the number of fire department members equipped with wildland PPE. Wildland PPE includes Nomex trousers, Nomex shirt, hardhat, eye protection, hearing protection, gloves, fire shelter (NWCG M-2002) and boots. Departments may purchase boots meeting NWCG standards (leather, non-steel toe, lace up, minimum 8" top, non-skid sole) with a total purchase price not to exceed \$250.00 per pair.

Enter the number of fire department members equipped with structural PPE that conforms to the current NFPA standards.

Question 39: Enter the number of department members with wildland fire qualifications above Wildland Firefighter 2. This includes but is not limited to Engine Boss, Crew Boss, Type 4 Incident Commander, Strike Team Leader, etc.

Question 40: Enter the departments' communication needs. **Communication equipment that helps achieve interoperability between local fire resources and state and federal wildland fire agencies will be a high priority.** (See the DOI radio spec information sheet)

Question 41: Indicate if the fire department received a grant from this program last year and whether the projects/purchases that were funded were completed.

Question 42: Answer questions 42-45 **only** if the department is applying for funds for a fire prevention project. Provide a detailed description of the department's fire prevention request. Fire prevention can be wildland or structural. Describe what will be done, by whom, when it will be implemented, how long it will take to complete, and how the department will provide the matching portion of the award. Describe how the request will help implement a fire prevention program. Describe the goals of the program and how you will measure success. Describe the number of people and type of audience you intend to reach. Projects with interagency cooperation will have a higher priority. **All narratives will be limited to 100 words or less.**

Question 43: Describe how the request will reduce human caused fire occurrences, educate a target audience, increase awareness of a particular fire hazard or problem, etc.

Question 44: Provide an itemized list of equipment and material associated with your request.

Question 45: The signature of the responsible official with authority to obligate department funds.

Question 46: Answer questions 46-49 **only** if the department is applying for funds for training. Provide a detailed description of the departments' training request. Include all costs associated with training i.e. books, materials, travel/lodging costs, instructor fees, certification fees, etc. Training can be wildland or structural. Specify which type or both.

Include number of department members to be trained. Describe what will be done, by whom, when it will be implemented, how long it will take to complete, and how the department will provide the matching portion of the award. **All narratives will be limited to 100 words or less.**

Question 47: Explain how the training will assist department members in meeting state and national standards, improve safety, efficiency and interagency coordination.

Question 48: Provide an itemized list of equipment and material associated with your request. Items may include but are not limited to training books or materials, props, AV equipment, practice fire shelters, etc. Include all costs associated with training.

Question 49: The signature of the responsible official with authority to obligate department funds.

Question 50: Answer questions 50-53 **only** if the department is applying for funds for fire equipment. Provide a detailed description of the departments' equipment request. Items in category include but area not limited to PPE, communication equipment, tools, water handling equipment, apparatus, etc. Items must be placed in the appropriate category; wildland or structural. Describe what will be done, by whom, when it will be implemented, how long it will take to complete, and how the department will provide the matching portion of the award. **All narratives will be limited to 100 words or less.**

Question 51: Explain how the equipment will assist department in improving capability, efficiency, safety or meeting state and national standards. Explain how the request will help the department assist other agencies or departments. Explain how this award will permit the department to additional services.

Question 52: Provide an itemized list of equipment and material associated with your request.

Question 53: The signature of the responsible official with authority to obligate department funds.

D. EVALUATION

Applications are evaluated based on a community's relative need. This is determined from existing operational resources, personal protective equipment, community support, and needs of the community.

Numerical values are assigned to each of these questions. The sum of these values allows the applications to be given a score and ranked. This evaluation is to place the applications in an initial order for evaluation by the grant committee. The committee reviews all requests. It has

authority to accept in total, in part or reject any grant request. Regardless of order, the committee may choose to fund any request based on its merits. Decisions are made on a consensus basis.

E. NOTIFICATION

All applicants will be notified via mail on or before **May 11, 2009** of the items/projects for which they will be receiving assistance. Once a department has been notified of the award, it is able to make the approved expenditures. A maximum dollar amount of assistance is specified along with a deadline date. The grant coordinator must approve any changes to grant award. Departments who do not use funds by **November 27, 2009** will be notified by mail that the deadline has passed and the funds will be awarded to another department in the second round of grant awards. If circumstances exist that prevent your department from meeting the **November 27** deadline, you may contact the grant administrator to request an extension.

F. REIMBURSEMENT

Successful applicants will receive grant funds as a reimbursement. Departments must provide appropriate documentation demonstrating they have purchased the requested and approved items or training. The department must then complete an itemized expenditure report and submit it along with copies of invoices and canceled checks to:

Jane Martinez
Division of Forestry, Fire and State Lands
1594 West North Temple, Suite 3520
PO Box 145703
Salt Lake City, UT 84114-5703

This documentation must be received by November 27, 2009 to receive reimbursement.

G. COMMITTEE

The grant committee is composed of seven members representing different segments of Utah's Fire Service and agencies contributing to the program. The following is the breakdown of committee representation:

- (1) **Earl Levanger**, Kane County Fire Warden, representing the Volunteer Fire Service
- (2) **Dave Austin**, Weber Fire District Chief, representing the Paid Fire Service
- (3) **Steve Lutz**, Director of the Utah Fire and Rescue Academy, representing the Utah Fire and Rescue Academy
- (4) **Ron Morris**, Utah State Fire Marshal, representing the Utah Fire Marshal's office.

- (5) **Susan Marzec**, representing the Bureau of Land Management, Utah State Office
- (6) **Loren Walker**, representing the U.S. Forest Service, Region 4
- (7) **Jane Martinez**, Fire Business Analysis, representing the Division of Forestry, Fire and State Lands
- (8) **Shane Freeman**, Fire Grant Coordinator and Assistant Fire Management Officer for Utah Division of Forestry, Fire and State Lands, representing the same